

IT Professional Technical Services Master Contract Program T#:902TS

Statement of Work (SOW) For Technology Services Issued By

Minnesota Department of Agriculture

Project Title: Jasper Reports Shell

Service Category(ies): Server-Application; Database-DB2

Business Need

The Minnesota Department of Agriculture (MDA) is seeking Professional/Technical Services to provide qualified personnel to install and configure iReport and Jasper Reports for MDA's enterprise DB2 databases, to design re-usable report "shells" and templates for its Licensing Information System (LIS) team, and to train the Applications Unit on the use of these reporting tools.

Business drivers for this work include:

- Migration of LIS from a client-server application (using Crystal Reports) to a Java-based web application platform utilizing Jasper Reports and iReport designer.
- Increasing demands for reports from MDA's customer base, including information needs from LIS and MDA's Compliance Information System (CIS)

The contract vendor will be required to document both the process steps and configuration settings for all of the technical tasks, including the installations and report shell design.

Project Deliverables

The MDA estimates the project will take no more than 180 hours and has identified a budget not to exceed \$18,000. The following deliverables are required:

- Install and configure Jasper Reports on MDA development and production web servers.
- Incorporate Jasper Reports into LIS 2.0 system currently under development, integrating with LIS 2.0 security, database configurations, views, and table structures
- Install and configure the latest version of iReport on at least six (6) desktops
- Connect iReport and Jasper Reports to MDA development and production databases so reports are ready to be built off any view or table, including those used by LIS, CIS, and other applications.
- Set up "shells" for multiple report types. Task is limited to basic, universal, or heavily reusable elements and NOT setting up specific, detailed reports.
 - New License applications and renewals with: MDA logo, contact info, Tennessen warnings, ADA information, and other appropriate elements.
 - Basic "Download" Report to Excel and PDF
 - Basic "Multi-line" Reports with MDA logo, repeating headers and footers, and record separators.
- Create templates for reusable blocks of information.
 - Company License Holder
 - Person License Holder
 - Mailing Address
 - Signature

- Document the MDA processes for installing and using iReport and Jasper Reports for above tasks.
- Train up to six (6) MDA employees on how to use iReports to build new reports and Jasper Reports to display them in web applications.

Project Milestones and Schedule

- The contract vendor will commence work as soon as the contract is successfully executed
- The vendor will have successfully installed all reporting components on 1 development web server and 1 production web server by 03/01/2013
- The vendor will have successfully set up at least three (3) report shells and four (4) report templates by 04/15/2013
- The vendor will have successfully completed training for MDA employees by 05/30/2013
- The vendor will deliver appropriate documentation on all aspects of the project by 06/14/2013
- The contract will expire on or before 06/28/2013

Project Environment (State Resources)

The MDA will provide technical resource assistance in providing access to the server environment; provide workspace for the contract vendor; and provide software identified in the SOW.

MDA's Unit Supervisor for the Applications Team will be the contract vendor's first point of contact for organizing and allocating state resources, specifying documentation requirements and identifying employees to be trained.

MDA's interim Database Administrator (DBA) will assist the contract vendor in connecting reporting structures to development and production IBM DB2 databases.

MDA's lead LIS Programmer will work with the contract vendor in providing specifications for report shells and templates, using existing online licensing specifications as a guideline.

MDA's Chief Information Security Officer (CISO) will meet with the contract vendor to discuss security and documentation requirements for the Jasper Reports web application.

Agency Project Requirements

The contract vendor will ensure the successful installation and configuration of iReport on appropriate desktops, and Jasper Reports on WebSphere servers. After installation, the vendor will design re-usable reporting components that can be leveraged by the LIS team, and to train the Applications Unit on the ongoing maintenance of these reporting functions. The contract vendor will complete the tasks within the timeframes established between MDA and the contract vendor. The successful end result will have the reporting structures and tools detailed above installed, tested, and operational, allowing MDA's IT support team and key business staff to create and maintain custom reports. In addition, sufficient documentation must be created by the contract vendor to show process steps and configuration settings.

Additional requirements for the project include:

- Reporting structures, shells, templates, and code must be both reusable and flexible enough to handle changes to views and tables in the database, and changes to technology infrastructure.
- The vendor will be expected to provide expert recommendations on deploying and displaying reports designed with iReport inside a web application.
- All current production reporting tools and applications will continue to function during the installation, with minimal downtime limited to pre-defined maintenance hours.
- MDA staff must be trained on the use of the reporting tools to the extent that they can train future staff or replacements.
- Documentation must be provided in searchable, easily convertible electronic formats. Documentation must be detailed enough to allow MDA staff to connect reporting functions to new databases or install them on new hardware.

Responsibilities Expected of the Selected Vendor

The contract vendor will, as part of their proposal set forth a time schedule and work plan agreeable to both parties for this project. The contract vendor will also provide technical staff capable of completing the work in a timely and professional manner. The work will need to be performed at MDA's main office at 625 Robert Street North, St. Paul, MN.

Required Skills [These will be scored as pass/fail requirements.]

Required minimum qualifications:

- Master Contract resource type(s)/ categories: Server-Application; Database-DB2
- The successful contract vendor will be able to provide technical staff with a minimum of 3 years' experience with iReport and Jasper Reports.
- The successful contract vendor will be able to provide technical staff with a minimum of 3 years' experience training employees and writing technical documentation.

Process Schedule

- Deadline for Questions 11/30/2012
- Anticipated Response to Questions 12/5/2012
- Proposals due 12/12/2012, 1:00 P.M. CDT
- Anticipated proposal evaluation & decision 12/21/2012, 1:00 P.M. CDT
- A single vendor will be chosen from the OET approved list of 902TS eligible vendors.

Questions

Any questions regarding this Statement of Work should be submitted via email by end of day 11/30/2012 to:

Name: Mike Dolbow

Email: Mike.Dolbow@state.mn.us (Subject line of email: SOW Question – Jasper Reports Shell)

SOW Evaluation Process

- Company Experience (5%)
- Experience of proposed candidate (60%)
- Three References (5%)
- Cost (30%)

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.

Response Requirements

- Introduction
- Brief company overview
- Description of the contract vendor understands of the need and explanation of their proposed solution.
- Provide resume' of candidate(s) identified to perform the work; three references where the candidate(s) performed same/similar professional/technical services; and hourly rate.
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>

- c) Certification Regarding Lobbying
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
- d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>

Proposal Submission Instructions

- All responses are due at the time specified in the Process Schedule section by email to the following address:
Mike.Dolbow@state.mn.us (Subject line of email: SOW Response – Jasper Reports Shell)

All costs incurred in responding to this Statement of Work will be borne by the responder.

Late proposals will not be considered.

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at:

http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf

Nonvisual Access Standards

Nonvisual access standards require:

- 1) The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- 2) That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- 3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- 4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Veteran-owned/Service Disabled Veteran-Owned Preference

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

Eligible veteran-owned small businesses include CVE verified small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Minnesota Statute §16C.16, subd. 6a).

Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and **sign** the **Veteran-Owned Preference Form** in this solicitation. Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation, per the form, will be given the preference.